Completing the Fieldwork Audit Log Instructions

Welcome to the instructions for completing the Fieldwork Audit Log. This resource is designed to provide you with detailed steps to help ensure a smooth and efficient audit experience. Within this resource, you will find essential information on gathering your documentation, completing the Fieldwork Audit Log, and adhering to all necessary submission guidelines. We encourage you to familiarize yourself with all of the instructions before beginning so that you can approach your audit with confidence and readiness.

Once you have all the necessary documentation, open the Fieldwork Audit Log in Excel. Using your documents, complete all information within the Fieldwork Audit Log for each supervisory period within the audited time period.

How to use your documentation to complete the audit log

Monthly Fieldwork Verification Form (M-FVF)

Use your M-FVFs to confirm qualifying fieldwork hour totals in each supervisory period, including:

- independent hours (supervisor not present)
- supervised hours (supervisor present)

See Qualifying Hours in the Definitions section.

Documentation System

Use your documentation system to detail fieldwork hours for each supervisory period, including:

- restricted and unrestricted hours
- duration of individual and group supervision
- duration of independent hours worked (no supervisor present)
- duration of supervised hours worked (supervisor present)
- names of qualifying supervisors who provided supervision throughout the supervisory period and are included in your supervision contract
- number of contacts with your supervisor
- whether an observation was conducted during the supervisory period

How to enter fieldwork hours in the audit log

1. Year/Month
   - Enter each supervisory period in chronological order.
   - Enter one supervisory period per row.
   - Format using the full month and year (e.g., January 2026).
2. Supervisor Name(s) and Certification(s)
   - List all supervisors from your contract who provided supervision during the period.
   - Include all supervisors who provided supervision during the supervisory period, not just the responsible one(s), especially if multiple supervisors were involved across organizations or structures.
   - Format using full name and certification number.
3. Hours Adjusted?
   - Review your documentation system to determine whether recorded hours required adjustments to meet monthly fieldwork requirements as documented on the M-FVF.
   - Indicate “Yes” if hours were adjusted or “No” if no adjustment was needed.

   Note: Additional adjustments may be made during the audit review if fieldwork requirements were not met.

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4. Supervision Contacts
    - Enter the number of supervision contacts that occurred during the supervisory period.
    - Enter the value as a numerical count (e.g., 4). This field should reflect only the number of times you and the supervisor met, not the total duration of those contacts.
5. Observations
    - Record Y (yes) or N (no) to indicate whether an observation was conducted during the supervisory period.
6. Hours
    - Record the number of hours spent in various activities in the remaining six fields based on their structure (e.g., restricted hours or unrestricted hours, independent fieldwork hours, individual or group supervision hours).
    - Enter the total duration of time engaged in these activities during the supervisory period.
    - Enter 0 (zero) if there are no applicable hours for that category.
    - Enter durations in decimal format (e.g., 2 hours and 15 minutes ➔ 2.25).

Definitions

Unrestricted Hours

Activities under the fieldwork requirements that are most likely to be performed by a BCBA or BCaBA, including conducting assessments, staff training, and developing behavior plans, among other activities.

Restricted Hours

The delivery of therapeutic or instructional procedures to a client by those accruing fieldwork hours. *Note:* Not all time spent working with a client is considered restricted. For example, a number of unrestricted activities may involve the trainee working directly with a client.

Independent Hours

Fieldwork hours that are accrued when a supervisor is not present.

Supervised Hours

Hours accrued when a supervisor is present. These may include restricted or unrestricted activities observed by a supervisor, as well as individual or group meetings with the supervisor.

Individual Supervision

Individual supervision occurs in one-on-one meetings between a supervisor and trainee. At least 50% of the supervision meeting time must be individual supervision during each supervisory period.

Group Supervision

An interactive supervision meeting that includes no fewer than 2 and no more than 10 trainees. The number of trainees in a group meeting may not exceed 10 at any time, regardless of the number of supervisors present.

Observation

The trainee must be observed working with a client in the natural environment during each supervisory period by at least one supervisor. In-person, on-site observation is preferred. However, the observation may be conducted using asynchronous (e.g., recorded video) or synchronous (e.g., live video conference) formats.

Contact

A real-time interaction between the supervisor and the trainee that takes place in an individual or group format.

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Partial Month

A partial month refers to a situation in which the entire month was not available to accrue hours to meet all contacts for the supervisory period. For example, a trainee may only be able to accrue hours from December 1 to December 15 and was only able to obtain two contacts.

Adjusted Month

An adjusted month refers to a situation in which the entire month was available to accrue fieldwork hours, but not all fieldwork requirements were met. In this case, the hours must be systematically adjusted to meet supervision requirements (see the *Adjusting Fieldwork Hours When Monthly Requirements Are Not Met* table in the relevant handbook). For example, from December 1 to December 31, 140 hours were accrued, and more group supervision hours were accrued than individual supervision hours. The hours would need to be adjusted to 130 hours to meet the maximum hours per supervisory period requirement, and group supervision hours would need to be reduced until they equal (or are less than) the individual supervision hours.

Qualifying Hours

Qualifying hours are hours that have met all fieldwork requirements (i.e., have been systematically adjusted, if needed) and are attested to on the fieldwork verification forms.

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